



LEESBURG
The Lakefront City

**27/441 CRA COMMERCIAL AND INDUSTRIAL
PROPERTY MATCHING SIGN GRANT APPLICATION**

Please type or print legibly (use blue or black ink). All blanks must be completed. Use N/A where not applicable.

Today's Date: _____

1)	Project Name					
2)	Property Address					
	City		State		Zip	
3)	Property Owner's Name					
	Mailing Address					
	City		State		Zip	
	Contact Phone		Fax Number			
	Cell Phone		E-mail			
4)	Petitioner/Agent's Name					
	Mailing Address					
	City		State		Zip	
	Contact Phone		Fax Number			
	Cell Phone		E-mail			
5)	Property is generally located near the following streets:					
6)	Size of subject property		+/- Acres		+/- Sq. Feet	
7)	Existing Zoning					
8)	Present use of property					
9)	Description of proposed sign including drawing with colors and / or materials:					

- 10) Executed Property Owner and Agent Affidavit
- 11) Copy of Warranty Deed or current year Tax Receipt showing the current simple titleholders of the property
- 12) Proof of paid property taxes (current and previous two years)
- 13) Copy of Business Tax Registration (current)
- 14) Copy of an estimate from an outside sign company source to verify the cost are within reasonable parameters. The City will have the final determination of "reasonable" cost.
- 15) Photos of primary building areas (front / side) to be improved.
- 16)

Alternate Key #	(property identification number used by Lake County Property Appraiser)
- 17) Upon completion of the improvements, final inspection and approval by the City, and issuance of a certificate of occupancy (if applicable), the applicant submits a "reimbursement package" to the City which includes the following:

	a.	Completed reimbursement form (provided by the City)
	b.	Copies of applicable invoices or receipts
	c.	Proof of payment for improvements (which must be at least as much as the amount indicated in the application)
	d.	Photos of improvements (before and after)

Note.

Applicants will receive grant funding after the project is completed and all associated costs have been paid. Upon completion of approved work, in order to receive grant payment, the applicant must submit documentation of work completed and proof of payment. It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the improvement project. Release of funds is subject to submission of this documentation. All improvements must be completed essentially as presented to the City in order to receive payment.

Acceptable documentation is defined as paid invoices/statements and/or schedule of values from vendors clearly detailing the work done, accompanied by copies of the cancelled check(s) showing payment accompanied by a vendor invoice.

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires a MATCHING SIGN GRANT to allow construction of a ground/freestanding sign.
3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and, being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of the application.
 - C. I acknowledge that I have received and understand all of the Community Redevelopment Area Commercial Property Matching Sign Grant Program procedures and requirements and will comply with the provisions accordingly.

PROPERTY OWNERS' SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) and subscribed
before me this _____ day of _____, 20_____,
by _____.
(name of affiant, deponent, or other signer). He / She is

Personally Known _____ OR presented ID _____

Type of Identification

Produced _____

AGENT'S SIGNATURE

Subscribed and sworn to (or affirmed) and subscribed
before me this _____ day of _____, 20_____,
by _____.
(name of affiant, deponent, or other signer). He / She is

Personally Known _____ OR presented ID _____

Type of Identification

Produced _____

NOTARY PUBLIC

SEAL:

NOTARY PUBLIC

SEAL:

***NOTE: PROPERTY OWNER MUST SIGN AFFIDAVIT. WHEN AGENT IS REPRESENTING OWNER, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

CHECKLIST FOR MATCHING SIGN GRANT APPLICATION

Use this checklist to submit a completed application. All information listed below is required when applying for a **MATCHING SIGN GRANT**.

1. ☐ \$500 deposit which will be refunded with grant awarded upon completion of sign. Deposits will not be refunded to those who withdraw from the program prior to sign replacement.
2. ☐ General application form (pg. 1) with items 1 – 17 provided.
3. ☐ Authorization for property owner/agent representation (pg. 3).
4. ☐ Warranty Deed or current year Tax Receipt showing who the current fee simple titleholders (property owners) are.
5. ☐ Site plan, drawn to an appropriate scale, on a maximum size 11" x 17" reproducible sheet, showing the following information:
 - ☐ Street location, number, north arrow and date.
 - ☐ Size and shape of lot including sign location and setback distances from all property lines and roadways
 - ☐ Drawing of proposed sign with dimensions including descriptions or samples of proposed colors and/or materials.
 - ☐ Photos of primary building and grounds of the property.
 - ☐ Provide all inclusive bid supporting project cost.

Staff use only

	Is the site located within US 27 / 441 CRA?
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MATCHING SIGN GRANT PROGRAM PROCEDURES:

Introduction

The purpose of this incentive Grant Program is to encourage early replacement of non-conforming ground/freestanding signs (wall and other signage not included) to enhance the architectural character of the streetscape along US 27/441 within the Community Redevelopment Agency District (CRA).

Program Guidelines

1. Subject property must be zoned commercial or industrial and signage must be designed to meet the City of Leesburg Building and Sign Codes.
2. Signage shall be designed, constructed and maintained to compliment and accent the architectural features of the building. It should be in harmony with the overall character of the building.
3. All color schemes shall accent the building as well as harmonize with adjacent buildings (unless adjacent buildings employ primary or harsh colors). Avoid colors that are loud, garish, harsh, or bright hues. Also avoid too many colors and select colors to highlight the architectural details. Colors for the sign base (non-copy part of the structure) shall not be primary colors or "corporate colors", but shall either resemble natural material or be muted colors. Interpretation of this section shall be the sole discretion of the Community Development Director.
4. Funds shall be allocated on a first come basis until each annual allocation for the program is expended. Any applicants not funded in the previous year will be carried over to the next year and given priority. Only one Grant shall be awarded per property and is subject to the availability of funds from the US 27/441 CRA. The existence of the program does not guarantee all interested parties will receive funding. Tenants may qualify upon receipt of written consent of the owner of the building. All Grant funds awarded require a matching dollar for dollar expenditure by the owner/tenant. Funds up to \$ 8,000 may be awarded based on the enclosed reimbursement schedule.
5. No work for which a grant is sought shall begin until grant approval and commencement of work is authorized by the CDD office.
7. Work done by applicant requires an estimate from an outside source to verify that costs are within reasonable parameters. The City will have the final determination of "reasonable".
8. Any unapproved changes will void the grant. If grantee decides to change the project scope after approval they must contact the Community Development Department (CDD) office.
9. Upon grant approval, applicant will be required to place a CRA Grant sign, furnished by the City, viewable by the public, for the duration of the project. Failure to return the sign at the completion of the project will generate a \$20 charge to be deducted from the reimbursement.
10. Grantee is responsible for obtaining all permits required to do the project. Cost of permitting cannot be part of the grant funding.
11. Applicants shall have one year from the date of award to pass final inspection or the award shall expire.
11. No grants will be awarded after January 1, 2021.

Relocation

It is not the intent of the City of Leesburg to engage in any revitalization activity that requires vacating property.

Nondiscrimination

The Matching Sign Grant Program shall be available to anyone meeting the eligibility requirements, and no one shall be denied the benefits of said program because of race, color, national origin, or sex.

Program Procedures

1. Fill out application and checklist and submit to the CDD office with supporting data. (See attached sheet for required supporting data checklist.)
2. CDD staff will review the application for compliance.
3. Upon CDD approval, a letter of commitment will be provided to the applicant. No work shall start until written notice is received.
4. Grantee is responsible for obtaining all permits required to do the project. Cost of permitting cannot be part of the grant funding.
5. Grantee must submit a paid bill for reimbursement together with an affidavit from the contractor certifying the work, as submitted, is complete.
6. When the project is complete and the approved bill for signage has been reviewed, the CRA will reimburse grantee for the appropriate percentage approved in the letter of commitment (maximum contribution of \$8,000) based on the enclosed reimbursement schedule.
7. The CRA Board reserves the right to grant additional money to targeted projects that they believe will have a significant impact on the area.
8. Staff will be available to offer any assistance needed and may seek outside guidance on any project being considered for the grant program.

Maximum Reimbursed - The maximum reimbursement offered per sign is as follows:

Ground Signs Replaced by:	Max. Percent Reimbursement	Not to Exceed
6/01/2013	60%	\$8,000
6/01/2016	40%	\$5,400
6/01/2018	30%	\$3,800
6/01/2021*	20%	\$2,700

*Sign construction must be completed by 06/01/2021.

No sign grants will be awarded after 1/01/2021 to encourage completion by that date.

APPLICANT SIGNATURE

The signature below certifies that I have read and understand the permit application, checklist and procedures contained herein, and that this application is submitted in accordance with the checklist and procedures for the Matching Sign Grant Program funds requested.

Print Name	Applicant's Signature	Date